



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

Canc: Oct 04

SPAWARINFOTECHCENNOTE 12410
ITC1222
20 Oct 2003

SPAWARINFOTECHCEN NOTICE 12410

Subj: FISCAL YEAR 2004 MANDATORY TRAINING

Encl: (1) Fiscal Year 2004 (FY-04) Annual Mandatory Training Plan

1. Purpose. To publish the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) training plan for FY-04.
2. Action. Managers/Supervisors will review enclosure (1) and plan accordingly. A quarterly schedule will be published prior to the beginning of each new quarter providing specific information on scheduled training events. General military training will be addressed separately.
3. Cancellation Contingency. When superseded, or otherwise cancelled.

Peggy A. Feldmann
PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
List H and I

20 Oct 2003

FISCAL YEAR 2004 (FY-04) ANNUAL TRAINING PLAN

FIRST QUARTER

Course	Date	Time	Location	Required Attendees	POC
Supervisor's Role in Human Resources Management	6-9 Oct 03	0800-1600	ITC4-1	Designated Supervisors/Managers	Charnelle Brown
Pre-Retirement Seminar	9 Oct 03 (CSRS) 10 Oct 03 (FERS)	0800	UNO University Center	Potential Retirees	Charnelle Brown
Government Travel Card Training	Nov 2004 (Web-based)	N/A	N/A	All Government Travel Card holders	Tony Jones

SECOND QUARTER

Course	Date	Required Attendees	POC
Prevention of Sexual Harassment	Jan 2004	Civilian/Military	Charnelle Brown
EEO	Mar 2004	Supervisors/Managers	Charnelle Brown
Management Control Program	Mar 2004	Supervisors/Managers	Kathy Vargo
Communications Security	TBD	TBD	Lucia Colangione
Operational Security	TBD	TBD	Lucia Colangione
Anti-Terrorism - Force Protection	TBD	TBD	Lucia Colangione
Research & Technology Protection	TBD	TBD	Lucia Colangione

THIRD QUARTER

Course	Date	Required Attendees	POC
Drug Free Workplace	Apr 2004	Designated Personnel	Mary Cowart
Information Assurance Training	Jun 2004	Civilian/Military	Lionel Cannon
Work Place Violence	Jun 2004	Civilian/Military	Mary Cowart
Industrial Security	TBD	TBD	Lucia Colangione

FOURTH QUARTER

Course	Date	Required Attendees	POC
Ethics/Standards of Conduct	July 2004	Civilian/Military	Ray Johansmeier
Government Purchase Card Training	Aug 2004	All Government Purchase Card holders	Cindy Price
Continuing Development	Sep 2004	Supervisors/Managers	Charnelle Brown

Enclosure (1)